



Right-of-Way (ROW) Permit Requirements

(General Requirements per Geneva City Code Title 8, Chapter 3)

The following are required in addition to the right-of-way (ROW) permit application & \$100 permit fee:

- 1.) A detailed plan showing both the existing conditions and proposed improvements, including:
 - a. Lot address, lot dimensions, all parkway trees, arrowing depicting north, and a scale reference;
 - b. Locations of existing buildings, pavements, sidewalks, fences, and utilities;
 - c. Locations, dimensions, and types of materials to be used for all proposed connections to City owned utilities, or other proposed work within the ROW;
 - d. Detail of the type of utility connection to be made;
 - e. Description of the type of restoration to be made for pavement, concrete, grass areas, etc.; and
 - f. Existing and/or proposed grading and drainage plans, if applicable.
- 2.) An ACORD certificate of liability insurance policy equal to or greater than \$5,000,000 aggregate is required for all work within the ROW. Note: The total coverage must add up to \$5,000,000. The following language shall be included on the certificate: *The City and its elected and appointed officers, officials, agents, and employees are included as additional insureds.*
- 3.) Warranty/Maintenance Bond (a type of surety bond):
 - a) Any work that involves excavations within the ROW including, but not limited to, installation or penetration of the surface of streets, alleys, sidewalks, parking areas, curbs and gutters that will require restoration or landscaping within the parkway, requires a \$20,000 warranty/maintenance bond.
 - b) All other non-excavation work within the ROW including but not limited to, driveway repaving/removal & replace with similar materials, dumpsters, saw-cutting curbs, storage pods, parkway trees, or other minor items of work as determined by the public works director, requires a \$10,000 warranty/maintenance bond.

Examples of warranty/maintenance bonds are available on the City's website. The public works director has final determination regarding type and amount of bond that will be accepted.

- 4.) If proposed improvements require lane closure or detour, as determined by the City, a detailed traffic control plan indicating current IL Manual on Uniform Traffic Control Devices (MUTCD) approved signage and Illinois Department of Transportation (IDOT) approved details will be required for review & approval prior to the issuance of the ROW permit. Proposed work on a state, county, township, or adjacent municipality's roadway, requires a traffic control plan approval by the appropriate agency(s). Said approval must be attached to the City of Geneva ROW permit application. All approved traffic control plans must be satisfactorily installed prior to commencement of the proposed work.